



## Conditions of The Toby Hicks Service to Student Community Award

This award is named in honour of Toby Hicks' service to The University of Notre Dame Australia over two decades; Fremantle Campus Student Association President 1998 and 1999, Alumnus (Graduated with Bachelor of Business 1997 and Bachelor of Laws 2001), Board of Governors 2002 - 2017, and member of the Finance Audit and Risk Committee 2004 - 2017.

The Toby Hicks Service to Student Community Award (*Award*) is administered in accordance with the following conditions:

### 1. NAME OF PRIZE

The Toby Hicks Service to Student Community Award.

### 2. PURPOSE OF PRIZE

The Award is awarded annually to students or recent graduates of the University from each of its campuses, who have made an outstanding contribution to support and enhance the life of the University student community on the relevant Campus.

### 3. VALUE OF PRIZE

The value of the Award is \$1,000 per annum.

### 4. ELIGIBILITY REQUIREMENTS

The recipient of the Award must:

- a) Be a student of The University of Notre Dame Australia, enrolled on the Fremantle Campus, Broome Campus or Sydney Campus, or have graduated from one of the aforementioned University campuses during the previous academic year (for the purposes of these Conditions such a person is referred to as a "Recent Graduate"); and
- b) Have made an outstanding contribution through voluntary service to the University student community on the Fremantle, Broome or Sydney Campus.

### 5. NOMINATIONS PROCESS

The nomination process for the Award on each Campus will be as follows:

- a) Calls for nominations for the Award will be circulated to staff and students;
- b) The nomination timeframe will be a period of three weeks;
- c) Students can nominate themselves if they meet the Eligibility Requirements, or other students or Recent Graduates who meet the Eligibility Requirements;
- d) Staff members may nominate students or Recent Graduates who meet the Eligibility Requirements;
- e) Each nomination must be seconded by a current student or staff member; and
- f) A written statement, of no more than 1,000 words, must be provided in support of each nomination, outlining details of the service the nominee has provided to the University student community and reasons why the nominee should be considered for the Award.

### 6. SELECTION COMMITTEE

The Selection Committee for the Award will comprise:

- a) Head of Campus (or nominee);
- b) Two Deans from the relevant Campus;
- c) The President of the relevant campus-based Student Association (or nominee); and
- d) One student nominated by the relevant campus-based Student Association.

No student who has been nominated for the Award can be part of the Selection Committee.

## 7. DETERMINATION OF RECIPIENT

- a) The Selection Committee on each Campus will make a recommendation to the Vice Chancellor as to which of the eligible nominees should receive the Award based on their contribution to service to the University student community on the relevant Campus.
- b) The Selection Committee may, if required, seek further information from, or in relation to, any of the eligible nominees to assist it in making its decision.
- c) If, in any given year, there are no eligible nominees considered suitable for the Award on a particular Campus, the Selection Committee may recommend to the Vice Chancellor that no award be made for that year on that Campus.
- d) The decision is at the absolute discretion of the Vice Chancellor and is final and not subject to appeal.

## 8. AWARDING PROCEDURE

Awarded annually on each campus as follows:

- a) The Fremantle Campus recipient will receive their award at the University's Annual Awards Ceremony.
- b) The Broome Campus recipient will receive their award at the Broome Graduation.
- c) The Sydney Campus recipient will receive their award at the Academic Awards Ceremony.

## 9. METHOD OF PAYMENT

The Award will be paid directly to the recipient by the University by way of direct deposit into a bank account nominated by the recipient.

## 10. CONCURRENT PRIZES

The Award may be held concurrently with other awards.

## 11. ADMINISTERING BODY

The Award is administered by the Office of University Relations and Student Services.

## 12. PRIVACY

The University will collect, use, hold and disclose personal information in accordance with the Privacy Act 1988 (Commonwealth) and the University's Privacy Policy.

<b>Purpose:</b>	The Toby Hicks Service to Student Community Award is awarded to students or recent graduates of the University from each of its campuses, who have made an outstanding contribution to support and enhance the life of the University student community on the relevant Campus.
<b>Responsible Executive:</b>	Director, Office of University Relations
<b>Responsible Office:</b>	Office of University Relations, Student Services
<b>Contact Officer:</b>	Student Services Officer
<b>Effective Date:</b>	October 2017
<b>Campus Applicability:</b>	Fremantle, Broome, Sydney
<b>Modification History:</b>	June 2017, July 2018